JOSOP- 610

Joint Operations
Standard Operating Procedure
Environmental Impact Assessments

Approved – January 1, 2011
Version 1.0 Posted January 27, 2011
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1.0 Purpose, Objectives and Scope

1.1 Purpose

The purpose of this procedure is to provide guidance for meeting regulatory standards for conduct of Environmental Impact Assessments established by the State of Kuwait through the Kuwait Environment Public Authority (KEPA) and the Kingdom of Saudi Arabia through the Presidency of Meteorology and Environment (PME). Projects are conducted on land within sovereign territories administered by the State of Kuwait and the Kingdom of Saudi Arabia. Administrative and regulatory requirements of both nations must be addressed, depending on the location of the project. This procedure establishes a systematic process to determine the necessity of conducting an Environmental Impact Assessment (EIA) on future projects and actions to meet standards regarding EIAs.

This JOSOP document establishes criteria under which a project will be required to study potential impacts for submission of studies to external environmental authorities in the State of Kuwait or the Kingdom of Saudi Arabia.

1.2 Objectives

- Assess the various projects that warrant an Environmental Impact Assessment.
- Evaluate capital budgeted activities that are within the scope of various internal processes of the Operational Excellence Management System (OEMS).
- Ensure compliance with regulatory requirements, specifically Kuwait Environment Public Authority, the Kuwait Ministry of Energy, the Saudi Presidency of Meteorology and the Ministry of Petroleum.
- Align procedures with guidance from the Kuwait Petroleum Corporation (KPC) for EIAs and the Joint Operations OEMS – Environment Social Health Impacts Assessment (ESHIA) process.
- Ensure to the greatest extent that matters affecting the environment are fully examined.
- Conduct EIAs to identify appropriate mitigation measures.

1.3 Scope

The scope of projects and activities at JO-Wafra is diverse. Many projects are within the normal baseline activities of oil and gas production and introduce no new or significant environmental impacts. Other activities are conducted entirely within offices, shops, and facilities and do not introduce new environmental impacts, while some projects may take place offsite or in another country. Sorting through the scope of projects to identify those projects warranting environmental impact assessment is the scope of this procedure. The evaluation procedure to determine conditions under which the projects require and EIA is applied for all projects at the Budget Proposal initiation stage, to ensure that all projects are assessed. General guidance for in-scope and out-of-scope determinations follows, but all Budget Proposal project require completion of the pre-screening questionnaire to further understand the scope of the requirements for an EIA.

In-scope – these categories of capital projects require thorough screening within the ESHIA process. Based on regulatory comparisons with the ESHIA process, when complete, an ESHIA study fulfills the governmental requirements for submittal environmental authorities in both countries.
• Extremely complex and costly major capital projects
• Onshore and offshore seismic data acquisition projects
• Exploratory wells in undeveloped (by oil and gas operations) territory

Out-of scope – these categories of capital projects generally introduce minimal new environmental impacts and are considered baseline, or existing activities.

• Security impacts, risks or studies
• Any routine maintenance, including maintenance of existing roads and infrastructure
• Like-for-like changes in equipment or facilities
• Drilling of delineation and production wells unless part of an in-scope major capital project
• Well work-over and suspensions

2.0 Requirements

Compliance with governmental requirements is fundamental to Operational Excellence. This procedure is used to satisfy the intention of the two governmental authorities to assess impacts of development projects within their purview. Through this procedure and the application of a pre-screening questionnaire, conditions under which projects require and EIA are determined. Should a pre-screening questionnaire for a project determine that an EIA is required, such study shall be conducted in accordance with government environmental authority guidelines by a contractor recognized as qualified by the appropriate government authority.

Petroleum operations and their associated activities occurring within Kuwait are regulated by the Ministry of Oil Technical Affairs as authorized by Law No. 19 promulgated in 1973. Regulations for implementation of Law No. 19 are within the “Regulations for the Conservation of Petroleum Resources” published in 1975 and amended in 1989 which were based on Canadian Conservation Regulations of the 1970’s. Additionally, the associated Kuwait public regulatory body “Environment Public Authority” (KEPA) as established by Laws No. 21 of 1995 and No. 16 of 1996 has primary oversight responsibilities for public sector environmental issues with input into the oil sector, where their activities may affect the general public. KEPA oversight has become clearer with the publication of Order 210/2001 establishing rules for environmental protection in the public and industrial sectors of Kuwait. Statutes relating to environmental outcomes of development projects are addressed in Article 1 and Appendix 1 of the KEPA Order 210/2001.

Kuwait Petroleum Corporation has established a corporate standard entitled Environment Impact Assessment Guideline EV.KPC.020.04.1. This requires each KPC subsidiary to have in place a procedure to determine the conditions under which projects require an EIA.

The Kingdom of Saudi Arabia administers environmental issues through the Presidency of Meteorology and Environment (PME). The PME was established by the Decision of the Supreme Commission for Administrative Reform No. 86 (14 June 1979). By Royal Decree No. 7/M/8903 (25 February 1981) environmental protection standards were established to “control of pollution and protection of environment”. The General Environment Law and Rules for Implementation were established on 15 October 2001. These laws and rules also include Environment Protection Standards including provisions for conduct of environmental impact assessments. Article 6 of the Rules for
Implementation addresses projects and their approval for licensing. Appendix 2 establishes fundamental standards for environmental impact assessment of industrial and development projects. These projects are divided into three categories of progressive complexity (and assumed increasing environmental impact). Appendix 3 establishes protocols for approval and accreditation of environmental service providers engaged in research, consultation and preparation of EIAs.

Joint Operation Wafra has implemented the Joint Operations Operational Excellence Management System (OEMS) which includes a standardized process called Environmental Social Health Impacts Assessment (ESHIA). The ESHIA process describes the manner in which internal reviews of capital projects are conducted and include clear criteria regarding the scope and applicability of the process to future projects. Although an internal project assessment, a project which undergoes a full ESHIA study generates a report which fulfills the requirements for submittal to governmental environmental authorities. The ESHIA screening process is more extensive than the JOSOP 610 Appendix A EIA pre-screening questionnaire and it is applied to complex project described as “in-scope” using criteria in Section 1.3 of this document.

This JOSOP 610 document establishes a procedure whereby each capital project undergoes a pre-screening at the initial budgetary proposal stage to determine the conditions requiring an EIA. The pre-screening questionnaire (Appendix A of this document) is conducted by the project proponent as part of the Budget Proposal Forms. This procedure requires evaluation through a pre-screening questionnaire all capital projects to determine applicability of an EIA study at the time of the initial Budget Proposal application stage. This will to ensure adequate planning and execution of the EIA is incorporated in the project design and execution process. Subsequent to the completion of the questionnaire, results of the questionnaire responses are reviewed at a formal Operational Excellence process pre-screening review which must be conducted by at least three individuals from project proponent leadership and experienced in risk management and environment/social/health aspects of the projects.

### 3.0 Terms and Definitions

**EIA** – Environmental Impacts Assessment. – This is a process for identifying, predicting, evaluating, and mitigating the biophysical, social and other potentially relevant effects of a proposed project. These assessments are performed prior to major decisions and commitments being made for project execution. Within this term, effects or impacts are known as any change in the physical, natural or cultural environment brought about by a project. *Effect and Impact* are used interchangeably. Within EIAs and ESHIAs, the term Environment – Encompasses the natural (biological and physical) environment and the human (social, cultural and economic) environment.

**ESHIA** – Environment Social Health Impacts Assessment. An integrated, standardized process internal to Joint Operations which directs the manner in which a project’s potential significant adverse impacts are identified, assessed, mitigated and any positive aspects are enhanced.

**JOSOP** – Joint Operations Standard Operating Procedure. Written procedures used by the Joint Operations Environment Health and Safety Division to communicate guidance and practices related to Operational Excellence.

**JO-Wafra (or JO)** – Joint Operations Wafra. The organization established by the Kingdom of Saudi Arabia and the State of Kuwait to exploit the oil and gas resources within the onshore portion of the Partitioned Zone between the two countries. JO-Wafra is administered by a committee comprised of representatives of the Kuwait Gulf Oil Company and Saudi Arabian Chevron, two companies responsible for representing oil and gas interests of the two sovereign countries in the Partitioned Zone and are called non-operating partners. JO-Wafra is not a
business enterprise and all business activities are conducted in the name of one or both of the non-operating partners.

**KEPA** – Kuwait Environment Public Authority. The Kuwait Environment Public Authority; the governmental environmental authority in the State of Kuwait administers and reviews Environmental Impact Assessment Reports.

**KPC/KGOC** – Kuwait Petroleum Corporation. The parent company of Kuwait Gulf Oil Company (KGOC). KGOC is responsible for coordinating all governmental relations for Joint Operations Wafra with the government of the State of Kuwait including EIAs for KEPA.

**OE** – Operational Excellence. OE is how JO-Wafra conducts its business and is an intimate part of day-to-day activities: All employees and business partners are committed to achieving world-class OE performance. Achieve an injury-free workplace; Eliminate spills and environmental incidents; Identify and mitigate key environmental risks; Promote a healthy workplace and mitigate significant health risks; Operate incident free with industry-leading asset reliability; Maximize the efficient use of resources and assets.

**OEMS** – Operational Excellence Management System. This is the systematic management of safety, health, environment, reliability and efficiency to achieve world-class performance. The OEMS is comprised of leadership accountability, a management system process, and OE expectations. Among the OE expectations are standardized processes for project execution.

**Presidency of Meteorology and Environment (PME)** – This is the designated environmental authority within the Kingdom of Saudi Arabia responsible for protection of the environment and oversight of EIA administration.

**Saudi Arabian Chevron (SAC)** – The company holding the concession from the Kingdom of Saudi Arabia Ministry of Petroleum to explore for and produce oil and natural gas in the Partitioned Zone. SAC is responsible for coordinating all governmental relations for Joint Operations Wafra with the government of the Kingdom of Saudi Arabia including EIAs for PME.

## 4.0 Roles, Responsibilities and Training Requirements

**Project Proponent (Team)** – This is an individual or team which originates a business opportunity for a project. This could be an asset owning Team or Division or asset controlling Division or Team. The proponent group may also be coupled with project execution representatives from Major Projects, Facility Engineering or Construction Teams/Divisions. Regardless of the size or composition, the project proponent’s role is to initiate the Budget Proposal processing documents from the Planning Division. Part of this documentation is a short EIA Pre-Screening questionnaire dealing with the applicability of the KEPA EIA requirements. This questionnaire couples the proponent team’s project/business opportunity knowledge with potential environmental impacts that be affected by the project. This set of questions is Appendix A of this JOSOP (JOSOP 610 Project EIA Pre-Screening Questionnaire).

**OE Process Pre-screening Team** – This team is comprised of at least three individuals 1) the project manager or an individual with knowledge of project specifics, 2) an EHS Division representative with knowledge of general environmental, health and stakeholder issues related to the JO or the project, and 3) a representative with knowledge of the potential safety risks (major hazards) of the project. Before submitting the Budget Proposal Forms to the Planning Division, this team meets and completes a set of pre-screening questions to determine the applicability of three key OE processes – from the Facility Design and Construction process comes a set of questions to determine if the project requires an OE Roadmap; from the ESHIA process are a set of questions to
determine if the project requires ESHIA Screening and Scoping; and the Risk Management pre-screening question determines if additional risk studies are needed. The team also reviews the JOSOP 610 Appendix A – EIA Project Screening Questionnaire.

**EHS Division** – A representative of the EHS Division environment group participates on the OE Process Pre-Screening Team. This Division also communicates a list of suitable EIA consultants for the State of Kuwait as received from KGOC and participates with the project team to review draft EIA reports. The EHS Division coordinates with the Contracts team to ensure that suitable service agreements are in place with one or more qualified consultant contractors capable of preparing EIA documents suitable for submittal to governmental environmental authorities.

**Contracts Team** – Assists the Project Proponent and/or the EHS Division in executing service agreements to conduct an EIA. Coordinates competitive tendering for prospective contractors.

**EIA Contractor** – This is a recognized and qualified company approved by the Kuwait EPA and/or the Kingdom of Saudi Arabia to consult on environmental issues and studies and prepare EIAs for submittal to the appropriate authorities. Within Kuwait, KEPA maintains a list of qualified consultants. An EIA Contractor selected by JO for preparing an EIA 1) conducts the required studies, 2) prepares a draft report for review by the JO project team, 3) prepares a Preliminary EIA report for KEPA review, 4) responds to comments and questions from KEPA, and 5) prepares the final report for KEPA. Within Saudi Arabia, depending on the category of the project’s potential impacts, a form is prepared by the project proponent for submittal through Saudi Arabian Chevron to the PME, or a certified consultant is contracted to prepare and EIA. Details of each process are found in Charts 1 and 2.

**KGOC** (for projects located in the Kuwait administered land) – Formally transmits Preliminary EIA and final EIA reports to KEPA on behalf of JO projects. Coordinates and executes all formal communications with KEPA on behalf of JO-Wafra projects. Communicates with JO-Wafra EHS Division the availability of new EIA guidance from KEPA to project proponents and informs JO-Wafra of the list of qualified EIA contractors.

**SAC** (for projects located in the Kingdom of Saudi Arabia administered land) - Formally transmits all EIA forms and documents to PME on behalf of JO projects. Coordinates and executes all formal communications with PME on behalf of JO-Wafra projects. Communicates with JO-Wafra EHS Division the availability of new EIA guidance from PME to project proponents and informs JO-Wafra of the list of qualified EIA contractors.

**KEPA** – Receives, reviews, comments and approves EIA reports for projects in the Kuwait administered area. Review time for a Preliminary EIA is up to 60 days and review of a Final EIA is up to 60 days.

**PME** – Receives, reviews, comments and approves EIA reports for projects in the Saudi Arabia administered area.

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### 5.0 Standard Instructions

Although general guidance is given in the *internal* ESHIA process, for *in-scope* and *out-of-scope* capital projects, it is in the interest of JO-Wafra to evaluate all capital projects to assess the conditions under which projects require an EIA to fulfill the intents of the governmental environment authorities. The flowchart of the process is included in Charts 1 and 2.
5.1 Instructions for Projects in Kuwait Administered Areas

5.1.1 Budget Proposal
When a project proponent identifies a project business opportunity, Budget Proposal forms are obtained from the Planning Division. One of these forms is the OE Process Pre-screening Form – Facility Design & Construction, ESHIA, and Risk management. One of the questions on the ESHIA portion of the form is “Does this project require an environmental impacts assessment for the governmental environmental authority? (See JOSOP 610). To answer this question, the project proponent must complete the JOSOP 610 Project EIA Pre-Screening Questionnaire, Appendix A of this document.

5.1.2 OE Process Pre-screening
The team of at least three qualified individuals pre-screens the project for the three OE processes and reviews the responses to the JOSOP 610 Project EIA Pre-Screening Questionnaire (Appendix A), with particular attention to any “yes” responses. At this point a project is determined to include conditions under which projects require an EIA to fulfill the intents of the Kuwait Environment Public Authority, or not. The Budget Proposal forms may proceed through the planning and funding activities. The project proponent must adjust project execution plans to allow for conduct and authority review of an EIA. Compliance with further steps under this JOSOP is required accordingly.

5.1.3 Contracting for an EIA
A qualified EIA Contractor must be hired to complete an EIA for submittal to KEPA. The EHS Division will maintain service agreements with qualified contractor(s) for this purpose. Alternatively, the Project Proponent should obtain a list of qualified EIA Contractors from the EHS Division and engage the Contracts Division to prepare the contract. KEPA maintains and updates periodically a list of “Grade A” competent consultants which are capable in the field of environmental consulting and EIA preparation. Contractors not on this list should not be hired for JO-Wafra EIA work. KGOC forwards revisions to this list to JO EHS Division periodically. The JO EHS Division can assist in preparing the scope of work or a service order. Consultants contracted for EIA work in the Saudi portion of the Partitioned Zone must be accredited by the PME.

5.1.4 Conducting the EIA
The EIA Contractor conducts requisite studies to prepare the EIA. Technical information is provided by the JO project team and JO EHS provides any available baseline studies and information. A draft EIA is prepared for review by JO. Project staff and JO EHS staff participate in review and comment on the draft report. Based on feedback from JO, the EIA Contractor amends the report and prepares it for submittal. This report is known as the Preliminary EIA report.

5.1.5 Submittal and Review of the EIA Report
As KGOC is the legal business representing JO-Wafra in Kuwait, the Preliminary EIA is submitted by KGOC to KEPA. KEPA, by its rules, has sixty (60) days to review a Preliminary EIA. During this time questions and clarification may be requested of the EIA Contractor or the project team. Once all questions and revisions are resolved, a final EIA report is prepared and submitted to KEPA. An additional sixty (60) days are allowed for this review.

5.1.6 Action on KEPA Review
With acceptance of the final EIA, the project proceeds with project execution.
5.1.7 Flow Chart (Kuwait)
See Chart 1 – Environmental Impacts Assessment Procedure - Kuwait.

5.2 Instructions for Projects in Saudi Administered Areas

5.2.1 Budget Proposal
During the Budget Proposal form development process, the project proponent must complete the JOSOP 610 Project EIA Pre-Screening Questionnaire (Appendix A). Further, the project proponent must determine the Category (scale and complexity) of the projects environmental impacts as described in the PME rules. These categories are: First Category, Second Category, and Third Category. Based on this determination, further step are required as described in section 5.2.1.

5.2.1.1 PME Descriptions of Categories of Projects
Excerpted from the PME Environment Protection Standards Appendix 2, are descriptions of the three categories of projects.

First Category: Projects with Limited Environmental Impacts
This category covers projects which are not expected to have tangible negative environmental impact, such as:
• Minor expansions of power lines not exceeding 10% of their total lengths.
• Expansion of existing roads not exceeding 15% of the existing length or width.
• Modification or expansion of an existing marine berth which does not involve any pollution impact or effective dredging of the site.
• Expansion of irrigation and drainage installations by not more than 10% of the installation.

Second Category: Projects with Significant Environmental Impacts
This category covers the projects that may or are expected to have some significant environmental impact requiring the development of a specific environmental assessment report addressing certain environmental or technical details. Such projects include:
• Engine shops, machine, pipe and boiler works.
• Quarry, crushing, asphalt and batching and mixing and prefab. Concrete plants.
• Chemical blending and packing works outside industrial parks.
• Non petroleum based chemical production and storage sites.
• Industrial and petroleum waste recycling and reuse facilities.
• Offshore and onshore pipeline projects, less than 50 km in length.
• Petroleum, gas and petroleum product storage facilities (other than gasoline stations).
• Thermal power stations, less than 30 megawatts capacity.
• Power transmission lines and transformer stations.
• Construction of divided roads less than 50 km in length, excluding highways, tunnels, causeways, bridges and railroads.
• Expansion and modification of existing roads, not exceeding 15%.

Third Category: Projects with Serious Environmental Impacts
These are projects whose construction and operation are expected to have serious negative effects on man and the environment and thus require a comprehensive environmental impact assessment. They include the following:
• Major chemical and petrochemical industries, such as fertilizers, petroleum products, drugs…etc.
• Exploration, extraction, petroleum and gas development operations.
• Offshore and onshore pipeline in excess of 50 km in length.
• Oil and gas separation and treatment facilities.
• Petroleum and petroleum product storage facilities in excess of 15000 cubic meter capacity.
• Oil refining installations.
• Petrochemical industries.
• Thermal power stations, in excess of 30 megawatts capacity.
• Solar power villages and plants
• International trans-boundary power transmission lines and stations.
• Water desalination plants.
• Major conveyance systems, such as causeways, underground transport, railways, express ways and roads in excess of 50 km in length.
• Ports, expansions in berths, yards…etc.
• Waste water treatment plants.
• Wastewater treatment plant discharges in to seas and valleys.
• Consolidated crushers, cement and asphalt batching complexes in cities and provinces.
• Municipal public waste liquid waste disposal and storage facilities (in the absence of processing plants in the area).
• Domestic waste treatment and municipal disposal facilities.
• Toxic and hazardous waste storage, treatment and disposal facilities.

5.2.2 OE Process Pre-screening

The team of at least three qualified individuals pre-screens the project for the three OE processes and reviews the responses to the JOSOP 610 Project EIA Pre-Screening Questionnaire (Appendix A), with particular attention to any “yes” responses. At this point a project is determined to include conditions under which projects require an EIA, or not. The Budget Proposal forms may proceed through the planning and funding activities. The project proponent must adjust project execution plans to allow for conduct and authority review of an EIA. Compliance with further steps under this JOSOP is required accordingly.

5.2.3 Contracting for an EIA

If a project is a First Category project, the JO project team can complete the Information Form for First Category Projects (Appendix B) and simple preliminary report on the project. An accredited contractor is not required. For Second Category projects, an accredited EIA Contractor must be hired to complete the Information Form for Second Category Projects (Appendix C) and a summarized technical environmental report on the project for submittal to PME. Third Category Projects require an accredited contractor conduct and submit to PME an environmental assessment study in accordance with their guidelines (Appendix D). The EHS Division will maintain service agreements with qualified contractor(s) for this purpose. Alternatively, the Project Proponent should obtain a list of qualified EIA Contractors from the EHS Division and engage the Contracts Division to prepare the contract. The JO EHS Division can assist in preparing the scope of work or a service order.

5.2.4 Conducting the EIA

The EIA Contractor conducts requisite studies to prepare the EIA. Technical information is provided by the JO project team and JO EHS provides any available baseline studies and information. A draft EIA is prepared for review by JO. Project staff and JO EHS staff participate in review and comment on the draft report. Based on feedback from JO, the EIA Contractor amends the report and prepares it for submittal.

5.2.5 Submittal and Review of the EIA Report

As Saudi Arabian Chevron is the legal business representing JO-Wafra in the Kingdom of Saudi Arabia, the EIA and form is submitted by SAC to PME. PME reviews the forms and EIA. They may require additional information or solicit public comments during their review. During this time questions and clarification may be requested of the
EIA Contractor or the project team. Once all questions and revisions are resolved, a final
determination is made to accept or decline the project.

**5.2.6 Action on PME Review**
With acceptance of the final EIA, the project proceeds with project execution.

**5.2.7 Flow Chart (Saudi Arabia)**

### 6.0 References
The following is a complete list of the documents referenced by this standard:

**Table 1. Document List**

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### 7.0 Other Documents

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impact assessment

Procedure guideline for Environmental Impact Assessment Studies

Table 3. List of Appendices and Charts

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List of Appendices and Charts

Appendix A - JOSOP 601 Project EIA Pre-screening Questionnaire

Appendix B – Information Form for the First Category Projects – KSA-PME

Appendix C – Information Form for the Second Category Projects – KSA-PME

Appendix D – Guidelines for Compiling and Environmental Impact Assessment Study – KSA-PME

Chart 1 – Environmental Impacts Assessment Procedure - Kuwait

Chart 2 – Environmental Impacts Assessment Procedure – Kingdom of Saudi Arabia